

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

AMENDED: RANKING FACTORS, CLOSING DATE AND AREA OF CONSIDERATION

ANNOUNCEMENT NO: CFSA-09-M049

OPENING DATE: 4/13/09

IF "OPEN UNTIL FILLED"

FIRST SCREENING DATE: _____

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL: NONE

POSITION: ADMINISTRATOR
MS 301-15

CLOSING DATE: 05/01/09

SALARY RANGE: \$98,285 - \$137,599 PA

TOUR OF DUTY: 8:00 A.M. TO 5:00 P.M.

Monday – Friday

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Clinical Practice (ODDCP), Innovative Family Support Administration

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

The mission of the Child & Family Services Agency (CFSA) is to improve the safety, permanence, and well-being of abused and neglected children and to strengthen troubled families in the District of Columbia. The Administrator is responsible for directing the delivery of professional social work services to children and families of the District of Columbia. Directs core-line planning and management functions.

- Oversees plans and directs the day-to-day operations of the administration. Establishes goals, objectives, short and long-range plans and projects; develops and interprets operating and program policies and procedures through line and staff positions. Reviews, evaluates, and revises program and service delivery.
- Establishes goals, objectives, short and long-range plans and projects; develops and interprets operating and program policies and procedures; reviews, evaluates, and revises program and service delivery for supervisors, family meeting facilitators, family meeting coordinators, and various other specialists.
- Provides direction to IFSSA managers, analyzing program operations and activities and providing feedback regarding needs, improvements and accomplishments. Provides advice and counsel to senior management staff on program and organizational development matters; in planning, organizing, evaluating and monitoring programmatic capabilities; responsible for insuring timely performance of a satisfactory quantity and quality of the Family Support Services Division services.
- Responsible for comprehensive evaluations of IFSSA goals and objectives. Provides information in response to requests for information from executive and legislative officials and other administrations and/or provider management staff. Serves on committees or task forces representing CFSA policy, procedure, and requirements. Makes recommendations to resolve problems.
- Drafts legislation and policy, identifies program and unit needs, prepares budget requests, monitoring and approves expenditures and contracts, and prepares and presents program or operating information and proposals.
- Recommends action on obsolete, outdated, unclear and missing policies and procedures in specific program areas.
- Coordinates with CFSA training program staff to identify appropriate training opportunities, monitors the training needs of subordinates, and assesses the training's effectiveness.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Thorough knowledge of Federal and District laws and regulations related to child welfare.

SELECTIVE PLACEMENT FACTORS:

- Master's Degree in Social Work
- On-call availability is required

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Advanced knowledge of the principles and practices of social work;
2. Comprehensive knowledge of techniques and modalities related to cultural diversity;
3. Comprehensive knowledge of CFSA policies, procedures, operating programs, structures, functions, and services.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:		WEBSITE:	www.cfsa.dc.gov
FAX TO:	(202) 727-5750	TELEPHONE:	(202) 724-7373
EMAIL TO:	cfsa.jobs@dc.gov		

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (gender or sexual harassment), AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY,, GENETIC INFORMATION,GENDER INDENTITY OR EXPRESSION, OR COLOR, DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
